

MINUTES
OF THE
CIA CAREER COUNCIL

DOCUMENT NO. _____
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CLASS. CHANGED TO: SECRET 2011
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 2/26/84 REVIEWER: 018995

28th Meeting, Thursday, 7 June 1956, at 4:00 P.M.
DCI Conference Room, Administration Building

Present: Harrison G. Reynolds, D/Pers, Chairman
Matthew Baird, D/TR, Member

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[REDACTED] COP-DD/P, Alt. for DD/P, Member

Lyman B. Kirkpatrick, IG, Member

[REDACTED] D/CO, Member

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[REDACTED] SA/DD/I, Alt. for DD/I, Member

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Lawrence K. White, DD/S, Member

25X1A9a

[REDACTED] Executive Secretary

[REDACTED] Reporter

Guests: [REDACTED] st. to IG

25X1A9a

[REDACTED] DD/Pers

[REDACTED] Exec. Off., O/Pers

[REDACTED] n/PED, O/Pers

1. The Staff Study "Competitive Promotion System," dated 7 June, was distributed to the members of the Council. Colonel White presented an analysis and explanation of the Staff Study, together with charts and graphic aids which elaborated on some of the more technical aspects of the proposed system. Before making his presentation, he showed three additional charts relating to levels of salaries in the Agency. The first, Average Grade in CIA, showed that there had been a steady rise in average grade since 1948 throughout the Agency, the DD/I area approximating the Agency average, while the DD/S was below and the DD/P above the average. He pointed out the difficulty in presenting the CIA Budget to the Bureau of the Budget and to the Congress in view of this steady rise. The second, Average Grade in Government, showed T/O grades and salaries in CIA are substantially higher than in any other Agency of comparable size and function. The third, Comparison of Grades for Selected Occupations, showed that in selected clerical occupations, CIA pays salaries higher in most instances than those paid by other elements of Government and by private industry in selected cities. These grade levels should be considered in connection with any promotion system since they are inter-related. [Colonel White's presentation of the Competitive Promotion System and copies of eight of the charts he used were distributed to the members of the Council and subsequently to all Heads of Operating Components and Heads of Career Services.]

In summary, the proposed Competitive Promotion System embraced the following salient features:

- (a) The establishment of a promotion quota by the Career Council for the Agency and the three principal DD areas for each six-months cycle.

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BIOGRAPHIC PROFILE

1. NAME (LAST-FIRST-MIDDLE)				2. SEA	3. DATE OF BIRTH	4. SD	5. LONGEVITY COMP DATE
6. MARITAL STATUS	7. NUMBER OF DEPENDENTS (EXCLUDING EMPLOYEES)		ADULTS	MINORS	8. GRADE	9. ORGANIZATION TITLE	
10. OFFICIAL POSITION TITLE AND OCCUPATIONAL CODE				11. OFFICE OF ASSIGNMENT			
12. CAREER STAFF STATUS	EFFECTIVE DATE	NOT ELIGIBLE	DECLINED	13. MEDICAL STATUS		DATE - LAST MEDICAL REPORT	
		PENDING	DENIED				
14. ASSESSMENT DATE	15. PROF. TEST DATE	16. CURRENT RESERVE STATUS	READY RESERVE	STANDBY INACTIVE	17. US NATURALIZATION DATE, IF APPLICABLE		
			STANDBY ACTIVE	RETIRED	NONE		
18. NON-CIA EXPERIENCE (INCLUDING MILITARY, JO., OSS, SSU AND LRG)							
19. NON-CIA EDUCATION (INCLUDING MILITARY, ALL TRAINING PRIOR TO EOD, AND ALL TRAINING SINCE EOD EXCEPT THAT COVERED IN ITEM 21 ON REVERSE SIDE)							
20. CIA EMPLOYMENT HISTORY SINCE 18 SEP., 1947 (SF-50 & MILITARY ORDERS) - NOTE FIRST ASSIGNMENT & ALL ACTIONS FOR LAST 10 YEARS (IF ACTION SEEMS INCORRECT, A MEMO FOR THE RECORD SHOULD BE PREPARED & FILED ADJACENT TO ACTION).							
EFFECTIVE DATE	POSITION TITLE (AS SHOWN ON OFFICIAL ACTION)			GRADE	COMPONENT	GEOGRAPHIC LOCATION	
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21. AGENCY SPONSORED TRAINING (TRAINING DURING DUTY HOURS OR TRAINING AT AGENCY EXPENSE AND/OR DIRECTION)						
22. FOREIGN LANGUAGE ABILITIES						
23. EVALUATIVE DATA						
A. FITNESS REPORTS						
FORM NO. 45 (1 NOV 55 EDITION OR LATER)	RATING	LAST RATING - DATES OF PERIOD COVERED	RATING	LAST RATING - DATES OF PERIOD COVERED	RATING	LAST RATING - DATES OF PERIOD COVERED
RATING IN SECTION C						
RATING IN SECTION D						
RATING IN SECTION G						
B. ARE THERE REMARKS ON THE FITNESS REPORT(S) WHICH INDICATE FACTORS SHOULD BE REVIEWED IN DETAIL?						YES <input type="checkbox"/> NO <input type="checkbox"/>
C. SUMMARIES OF OTHER EVALUATIVE REPORTS IN PAST TWO YEARS (PER, PREVIOUS EDITIONS OF FITNESS REPORT, ETC.)						
24. GRADE OF POSITION TO WHICH INCUMBENT ASSIGNED IF DIFFERENT FROM INCUMBENT'S ACTUAL GRADE <input type="checkbox"/>						
25. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE (INDICATE DATE(S): ITEM S-1 ON FIELD REASSIGNMENT QUESTIONNAIRE AND ITEM 18 ON CAREER PREFERENCE OUTLINE)						
26. ADDITIONAL INFORMATION (SUMMARY OF OTHER EVALUATIVE DATA SUCH AS WARNING LETTERS, DISCIPLINARY ACTIONS, COMMENTS, HONOR AND SUGGESTION AWARDS RECEIVED, ETC.)						
27. DATE PREPARED	28. PROFILE PREPARED BY (TYPED NAME AND SIGNATURE)				29. ITEMS 1 - 22 REVIEWED AND VERIFIED BY EMPLOYEE	
					YES <input type="checkbox"/>	NO <input type="checkbox"/>

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- (b) The implementation of the principles of true competitive promotion - selection for promotion - by the Heads of the several Career Services on a uniform system throughout the Agency in grades GS-7 thru GS-11.
- (c) The provision of a mechanism, through Promotion Panels appointed by the Heads of the several Career Services at two levels - Advanced, GS-12 thru GS-11, and Intermediate, GS-7 thru GS-11 - to rank, in order of merit for promotion by uniform criteria, all persons in the Zone of Consideration, in order to aid the Heads of the several Career Services in making their decisions.
- (d) The provision of a Biographic Profile on each person to aid Panels and Heads of Career Services, through orderly presentation of complete and accurate data, in arriving at their recommendations and decisions, while at the same time limiting uncontrolled and unnecessary reference to, and circulation of, Official Personnel Folders. The Biographic Profiles would serve many other uses besides those relating to promotion.


2. In the discussion which ensued it was tentatively agreed that:

- (a) The overall rate of promotion should be slowed down.
- (b) The steady rise in average grades of positions and in average salaries should be brought under control.
- (c) The proposed system would implement the policy of competitive promotion approved by the Director, which policy is extremely difficult to carry out under the present system.
- (d) Eventually, the system might aid in "selecting out" persons who fail to meet CIA standards.
- (e) Suggestions for improving the Biographic Profile were made.

3. It was agreed to discuss the proposed system at a future meeting after members of the Council had had an opportunity to review the proposal in detail.

4. The Council reconsidered briefly problems of retirement legislation and agreed to stand on its recommendations made previously to the Director.

5. The Council adjourned at 5:20 P.M.


Executive Secretary
CIA Career Council

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29th Meeting, Monday, 11 June 1956, at 2:00 p.m.
 DCI Conference Room, Administration Building

Present: Harrison G. Reynolds, D/Pers, Chairman
 Matthew Baird, D/TR, Member

25X1A9a [REDACTED] COP-DD/P, Alt. for DD/P, Member
 Lyman B. Kirkpatrick, IG, Member

25X1A9a [REDACTED] SA/DDI/AD, Alt. for DD/I, Member
 Lawrence K. White, DD/S, Member

25X1A9a

25X1A9a [REDACTED] Executive Secretary
 [REDACTED] Reporter

Guests: H. Gates Lloyd, Asst. Dep. Dir. (Support)

25X1A9a [REDACTED] Deputy General Counsel
 [REDACTED] h/BCD/OP, President of GEHA
 [REDACTED] DCh/BCD/OP, Vice-President of GEHA
 [REDACTED] Members of the Board of GEHA, Inc.

25X1A9a [REDACTED] Chairman
 [REDACTED] Member
 [REDACTED] Member
 [REDACTED] Member
 [REDACTED] Member
 John Tietjen, Member

1. The Council met with the Board of Directors of GEHA, Inc. to discuss problems connected with the insurance of persons who may be engaged in hazardous duty. Under particular discussion was a resolution passed by the Board of Directors of GEHA at a duly constituted meeting on 31 May 1956 which read, in part,

"...RESOLVED, That from the standpoint of GEHA policy, this Board of Directors moves that the Officers of GEHA not approve applications of personnel of any project, other than true Staff Employees and Staff Agents, for insurance of any kind which GEHA administers.

"RESOLVED FURTHER, That the Board is desirous of seeing handled through appropriate operational procedures, those policies already issued to personnel of the types described above..."

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2. The problem had been originated by the issuance of policies to certain personnel engaged in a particular project and by the prospect of the issuance of policies to additional similar persons. These persons had been appointed as Staff Employees with the specific approval of the DCI. Their assigned missions are extra hazardous.

3. The Council reviewed the "hazardous duty/insurance" situation beginning with the Hazardous Duty Working Group appointed in October 1952, the report of that Group, the recommendations to the Council of the head of the President's Commission on Hazardous Duty and Incentive Pay, the decision of the Council in March 1953 not to recommend hazardous duty pay, but an insurance program instead, the establishment of and instructions to the Insurance Task Force in May 1953, the approval of the report of that Task Force in June 1954, and the negotiations leading to a contract with the United Benefit Life Insurance Company. It reviewed the actuarial basis for the contract in view of the circumstances surrounding the project personnel, insurance of whom had occasioned the present review. The Council heard the views of each of the members of the Board of GEHA present and considered the advice of the General Counsel. The Council considered three possible effects that a drastic change in mortality experience might have on the UBLIC group life insurance: a) Change in the level of the individual policy premium; b) Reduction or elimination of possible dividends; c) Cancellation of the master contract.

4. The Council agreed,

a) that all present commitments, to the number of approximately 19, be honored and the insurance kept in force.

b) that approximately 11 additional persons in the same circumstances to a total of approximately 30, be covered by similar insurance policies.

c) that, should there be any further mortalities (one having already occurred) among this group of persons, the Council be immediately informed so that it could consider, 1) whether the death claim would be handled with UBLIC/Omaha (and thereby reduce the potential annual dividend and/or incur the possibility of an increased premium), or 2) whether the death claim would be paid by the Agency from operational funds, or 3) whether the Agency should in part make good the loss to GEHA.

d) that the General Counsel determine whether lc(2) or lc(3) are legally feasible.

e) that the Board of Directors of GEHA report back to the Council its views on the above points agreed to by the Council.

5. The Council adjourned at 3:25 p.m.

Executive Secretary
CIA Career Council

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This Notice Expires 1 July 1957

NOTICE

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PERSONNEL
June 1956

ANNOUNCEMENT OF ASSIGNMENTS TO KEY POSITIONS

CIA HONOR AWARDS BOARD

25X1A

1. In accordance with [REDACTED] Harrison G. Reynolds, Director of Personnel, is the permanent Chairman and voting member of the CIA Honor Awards Board. The alternate of the permanent Chairman is [REDACTED] Deputy Director of Personnel.

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2. The following persons are appointed as members and alternates of the CIA Honor Awards Board for the period 1 July 1956 through 30 June 1957:

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	Representing
Member	DD/P
Alternate	DD/P
Member	DD/I
Alternate	DD/I
Member	DD/S
Alternate	DD/S

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3. [REDACTED] is designated Security Advisor to the Board.

ALLEN W. DULLES
Director of Central Intelligence

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April 20, 1956

MEMORANDUM FOR: Chairman CIA Career Council

SUBJECT: Procedure for Presentation of Honor Awards
to DD/P Personnel

1. At the 16th meeting of the CIA Career Council on 15 December 1955, the Council disapproved the issuance of the "Honors List" on security grounds.

2. At the 20th meeting of the Career Council on 15 March 1956, the Council approved the Staff Study on Incentive and Honor Awards and the Acting Chairman requested DD/P to furnish guide lines for the procedure to be followed for presentation of Honor Awards to Clandestine Services personnel.

3. At the DD/P meeting of staff and division chiefs, 29 March 1956, [REDACTED] briefed those present on the background, present status and plans for the agency Honor Awards Program. He pointed out that the Departments of State and Defense have established Honor Awards Programs and reviewed the criteria established for Presidential and CIA Honor Awards and said that the Task Force for this Program had recommended an additional agency Honor Award - a Certificate of Merit for GS 10 down (with \$100.00 cash) which could be awarded for outstanding group action or individual action. He said he felt that an Honor Award was only as good as its dissemination and went on to describe various methods which might be used to achieve this end, including: presentation by the DCI with a selected group of Senior officers present; annual announcement of the number of individuals who had received awards without names; posting of names and awards without giving the reason for the award; show case display of the awards; newsletter circulation of a list; display of framed certificates on the wall; and the issuance of lapel ribbons or rosettes.

4. Following [REDACTED] presentation of the problem, there was a general discussion resulting in the following points which now represent the Clandestine Services position.

a. The natural human instinct for credit can and should be tempered by a realization that we in the Clandestine Services are members of the "Silent Service".

b. "Because of operational security considerations peculiar to the Clandestine Services we would be opposed to the publication in an annual announcement, newsletter or posting of numbers of names of CS Honor Awards. For the same reason we would be opposed to a show case or framed certificate display of existing Honor Awards or the issuance of lapel ribbons or rosettes."

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c. Because of varying conditions and considerations of operational security and cover it will be necessary to determine in connection with each Honor Award for DD/P personnel, on an ad hoc basis, that period of time during which the award would remain in "Deep Freeze" and what action should be taken at the expiration of this period. This period would be a minimum of one year and a maximum of the individual's total active service with the Clandestine Services, in other words until retirement.

d. The "Deep Freeze" period would not preclude the presentation of an Honor Award by the DCI to the individual in the presence of the DD/P and appropriate officers of the Clandestine Services at the time the award was authorized.

/s/

Chief of Operations, DD/P

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15 June 1956

MEMORANDUM FOR: Chairman, CIA Career Council

SUBJECT: Dissemination of Information Concerning Agency
Honor Awards

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1. In his memorandum of 20 April 1956 addressed to the Chairman, CIA Career Council, [REDACTED] Chief of Operations, DD/P, expressed the position of the Clandestine Services in respect to dissemination of information concerning awards issued by the Agency. Two of the conditions stated impress the Honor Awards Board as being so restrictive as to deprive Agency employees of basic knowledge relevant to the program. For example, it is stated in Paragraph 4.b. "Because of operational security considerations peculiar to the Clandestine Services we would be opposed to the publication in an annual announcement, newsletter or posting of numbers or names of CS Honor Awards. For the same reason we would be opposed to a show case or framed certificate display of existing Honor Awards or the issuance of lapel ribbons or rosettes."

2. The Honor Awards Board believes that a compromise could be reached if the total number of employees receiving Agency decorations is announced in a classified Agency publication or presented in a suitable display. Further, the Honor Awards Board believes that a misunderstanding may exist in respect to the proposal to display medallions and certificates to Agency personnel as the exhibit is envisaged only as an opportunity for Agency personnel to see the tokens they may aspire to win for making outstanding contributions to the Agency.

3. The Board will be pleased to develop its views further if the Career Council believes such a step would be helpful.

/s/

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[REDACTED]
Chairman
CIA Honor Awards Board

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